

Microsoft® Office Outlook® 2007: Level 3

Course Specifications

Course length: 1.0 day(s)

Course Description

This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

Course Objective: You will work with the advanced features of Outlook.

Prerequisites: This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge thereof) are required:

Windows XP: Introduction or Windows 2000: Introduction
Windows XP Professional: Level 1
Windows XP Professional: Level 2 (if using Windows XP)
Microsoft® Office Outlook® 2007: Level 1
Microsoft® Office Outlook® 2007: Level 2
Microsoft® Office Word 2007: Level 1

Course Content

Lesson 1: Personalizing Your Email
Topic 1A: Apply Stationery and Themes
Topic 1B: Create a Custom Theme
Topic 1C: Create Signatures
Topic 1D: Modify Signatures
Topic 1E: Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items
Topic 2A: Group Items
Topic 2B: Create Search Folders
Topic 2C: Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files
Topic 3A: Create a Data File
Topic 3B: Add Outlook Data Files to a Mail Profile
Topic 3C: Change Data File Settings

Lesson 4: Working with Contacts
Topic 4A: Forward Contacts
Topic 4B: Edit an Electronic Business Card
Topic 4C: Use an Electronic Business Card as an Automatic Signature in Messages
Topic 4D: Export Contacts
Topic 4E: Perform a Mail Merge
Topic 4F: Link Items to Business Contact Manager

Lesson 5: Saving and Archiving Email
Topic 5A: Save Messages in Alternate Formats
Topic 5B: Archive Messages
Topic 5C: Protect Personal Folders

Lesson 6: Creating a Custom Form
Topic 6A: Add Form Fields
Topic 6B: Save a Form as a Template
Topic 6C: Test a Form

Lesson 7: Working Offline and Remotely
Topic 7A: Make Folders Available Offline
Topic 7B: Configure RPC Over HTTP
Topic 7C: Download Selected Messages
Topic 7D: Publish Calendar Information to Office Online

Appendix A: Newsgroups
Appendix B: Really Simple Syndication (RSS) Feeds

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